

~~SECRET~~*Miyakawa, Staff Secretary  
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Survey Report

Procedures for Deprocessing of Separating Employees

I. Approach

- A. The information contained in this report was obtained from the following sources:
1. Interviews with representatives of the administrative staffs of the 13 major D/P divisions and staffs, and of the Offices of Scientific Intelligence, Communications, Logistics, and Operations [REDACTED]. Additional interviews were conducted with case officers in a few D/P divisions. The questions contained in Annex A were used for these interviews.
  2. Interviews with officially designated representatives (usually division and/or branch chiefs) of the Office of Personnel, Office of Security, Office of the Comptroller and of all offices of record (as, for example, Office of Central Reference) which contribute or might contribute to the final deprocessing of separating employees.
  3. Review of financial collection case files maintained by the Operations and Liaison Branch, Finance Division. Specific cases were also discussed with administrative personnel of operating components.
  4. Review of Agency Regulations and of [REDACTED] which prescribe deprocessing procedures.
  5. Information supplied by the Technical Accounting Staff of the Office of the Comptroller, and by the CIA Audit Staff.
- B. Although the problem under consideration concerns procedures for deprocessing separating Agency employees, it was necessary to assume that such procedures can exist only in the presence of records of the money, non-expendable property and classified documents charged directly to individuals. General information regarding such records was obtained, but no effort was made to evaluate their effectiveness. The Management Staff's interest was confined to a determination that such records exist.
- C. Information regarding overseas deprocessing procedures, and procedures employed in deprocessing more covert types of employees at headquarters and overseas, was obtained largely from the administrative

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personnel specified in I&I above. In some cases, this information was based upon assumptions by the administrative employees, rather than upon definite information and was therefore not complete.

- D. Procedures for deprocessing personnel traveling overseas, going on leave without pay and converting to another employee status have been included in the survey because of the possibility that, in the case of travel or DMP, the employee might resign without returning to headquarters, while in the case of a conversion, the conversion action might serve to confuse records of the individual's money, property and document obligations.

#### II. General Findings

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- A. The Request for Personnel Action, Standard Form 52, is used by the Office of Personnel, Records and Services Division as a basis for preparing the notification of Personnel Action, SF 50, the official action which is sent to the employee, Office of the Comptroller, etc. CIA Regulation No. [REDACTED] states that "when an individual contemplates voluntary separation from the Agency, he should give one month's advance notice of this fact", and that the SF 52 will be forwarded to the Office of Personnel, scheduled to arrive two weeks prior to the effective date of the separation. The SF 52 has in many cases (50% by spot check), been received by the Office of Personnel on or after the separation date. If the Counseling Branch of the Personnel Assignment Division has not received the SF 52 by the time the employee is being deprocessed, it will complete one as a work sheet and transmit to the Records and Services Division. It appears that, in many cases, the SF 52 is delayed because normal processing includes review by the appropriate Career Service Board, which then sends the SF 52 to the Office of Personnel. In order to avoid the problems raised when the SF 52 is delayed in its transmittal to the Office of Personnel, most operating components interviewed have established a standard practice of telephoning Counseling Branch whenever they're advised of a separation. It appears, however, from a review of the Finance Division log of separation cases that, in many cases, Finance Division is not advised until the actual date of the separation.
- B. The Chief of Administration of one D/P component has, in order to provide Finance with sufficient advance notice of a separation, asked that personnel of that component provide Finance Division a weekly list of names of employees who will be separating the following week.
- C. Military personnel separating without advance notice to Finance Division constitute a particular problem. Of 59 cases examined in Finance Division's collection case files, 13 involved military employees and 35 staff employees. It is normal MFD procedure to deprocess separating military employees (i.e., to clear them with Agency offices

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of record) on the effective date of separation. NPD has agreed that this constitutes a problem for offices of record.

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- D. Normal Military Personnel Division procedure provides for NPI to advise the employing component, six months in advance, of the end of a military tour of duty. Note: CIA Regulation No. [redacted] states that NPI will notify the component twelve months in advance. The Chief, NPI has stated that this Regulation should be revised to provide for six months' rather than twelve months' advance notification, and that NPI has requested such a revision but no action has yet been taken, at which time the employing Office should reply either that it wishes to extend the individual or that it does not. Some components interviewed have stated that they do not reply to the notification by NPI unless they wish to have the individual's tour of duty extended (In such cases, NPI telephones the component). The Chief, NPI has stated that the component might not let NPI know until the last day whether or not it wishes to extend the military employee. This delays NPI deprocessing of the military employee, which in turn delays deprocessing by offices of record.
- E. A number of operating components rely exclusively upon the Office of Personnel to accomplish the deprocessing of separating employees; these components take no action to clear the employee of obligations which may be internally recorded, such as in regard to non-expenseable property and Top Secret documents. As indicated by the memorandum from the Chief, Supply Division, Office of Logistics in Annex B, not all property which may be obtained by an individual is recorded in Logistics; the operating component may obtain property for an employee, and Office records should reflect its disposition. Similarly, documents issued by NPI/D/P are charged to a component, which should then charge them to the individual. Only the Office's records would show this obligation. Even those Offices which charge documents to an individual and which provide for an internal check out by a separating employee may be lax; thus, for example, a spot check with OSI divisions shows that, in some cases, they are not clearing separating employees regarding T.S. documents.
- F. Several operating component administrative officers have stated that Agency Regulations [redacted] on the deprocessing of separating employees are inadequate. They do not contain sufficient detail regarding procedures to be followed by case officers in deprocessing agent types (for example, few case officers, when deprocessing a staff agent at headquarters, contact the CIA Credit Union to determine whether any outstanding obligations exist even though staff agents can obtain Credit Union loans), and they do not provide adequate guidance for station personnel. Some headquarters administrative staffs find it necessary to instruct the field on each separation in the procedures forms and policies to be applied in deprocessing employees because of the absence of written

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instructions. In the absence of specific instructions, a number of components - both operating and central administrative - take no action in respect to certain possible obligations, because they assume this has already been done or will be done by another component.

- C. Several of the Regulations listed in Section VI of this report fail to define their coverage; they refer to "employees" or to "personnel", but there are no definitions of these terms. Cf Regulation No. [REDACTED] headquarters [REDACTED], which is now being coordinated for revision, in some instances is not specific in its coverage or in procedures to be followed. For example, Regulation [REDACTED] states that it applies to Agency employees for all reasons other than reduction in force, entry into military service and separation based on adverse findings of a Security Hearing Board or the Employment Review Board, but there is no statement regarding which Regulations do apply in these cases, and it does not state whether these Regulations apply to agents, contract personnel, military personnel, etc. Similarly, the Regulation states that "a check will be made" to see that the employee has settled any indebtedness to the Government and that he returns Government property, but there is no assignment of responsibility for making the check. The Regulation does not state what action a central office of record is to take if its records show an obligation on the part of a separating employee.
- D. The deprocessing of separating employees at several field stations is accomplished without instructions to or from headquarters, without notifying headquarters of specific action taken, and without submittal to headquarters of appropriate certifications which can be placed in the employee's folder.
- E. Few components take any action, when an employee is transferring to another Agency component, to advise the gaining component of the employee's obligations, although certain H/P components do provide for such notification, in accordance with [REDACTED]. See notification forms in Annex C.
- F. The clearance of separating employees is normally handled by clerical employees in a central administrative office via telephone with clerical employees in central offices of record. In many instances, neither employee is aware of the identity of the other or of the nature of the telephone transaction. Normally, the employee in the office of record certifies orally that a separating employee is free of obligations, and the degree of the certifier's liability when he erroneously clears a separating employee appears to be limited to a determination that the certifier exhausted all normal means of verification.
- G. The Final Payment Clearance Sheet, form 21 (See Annex D), which is used in the majority of cases for deprocessing separating employees,

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requires the employee to certify - by signature - that he is not "indebted" to the United States Government. The nature of this "indebtedness" is not defined; the usual connotation is a monetary indebtedness, because there is no reference to property or documents. (See Memorandum from the Chief, Supply Division, Office of Logistics, Annex B).

- L. One operating component has cited a case of an employee who was killed after his CIA separation deprocessing. The employee had not acknowledged the deprocessing in writing, and his widow pressed a claim against the Agency on grounds that her husband had not been made aware of the requirements for converting his insurance.
- M. All returning staff employees and military details are requested by the Office of Security representative in Central Processing Branch to take a polygraph test, which includes questions regarding money, property, etc. Some employees planning to resign refuse to take the test.
- N. In a number of DI/P divisions, neither headquarters nor field components determine whether an employee separating overseas has a Credit Union obligation.
- O. The Chief, Administrative Staff, of OCR has stated that OCR Registers deal with a limited number of individuals, and have no interest in being included in separation deprocessings. Benefits and Casualty Division has indicated a desire for inclusion in deprocessings. The Chief, Casualty Affairs Branch of the Benefits and Casualty Division has stated that there are too few medical claims against the Agency to warrant the cost and effort of a final medical examination for separating employees. Such an examination would not preclude a later claim.
- P. Agency Handbook [redacted] requires submittal of a Request for Personnel Action (SF 52) for a military detail separating to return to parent service. Although some components do not submit the SF 52, the Chief, Army Branch of Military Personnel Division states that he has never seen such an SF 52.
- Q. In most cases of staff employees and staff agents who separate without settling financial obligations, CIA can assess back pay and retirement (many of the cases now being processed by Finance are so old that these funds no longer exist). This does not apply to personnel transferring to other Federal Agencies covered by the Retirement System, or to military details or covert employees. In the latter cases, attempts are made to obtain repayment agreements by the employee.
- R. Travel advances are normally made well in advance of the trip. For domestic TIN, the traveler usually receives the money one to five days beforehand; a staff employee going TIN overseas would receive

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an advance (per diem; Central Processing Branch purchases transportation) five to ten days in advance; a staff employee going overseas on HQC may receive his advance three to four weeks in advance and agents may receive advances three to six weeks in advance (they purchase their own transportation).

5. A PIX traveler does not carry documents showing advances received; a PCB traveler carries a Foreign Duty Data Sheet (prepared by C.I.B.). For field to headquarters travel (PCB, separation or leave in excess of 30 days), the station, in accordance with CIA [REDACTED] 25X1A  
[REDACTED] should submit to headquarters a Personnel Transfer and Clearance Sheet and a Notification of Transfer of Funds or Accounts (T/A). This is frequently not done. This regulation states that the traveler will carry a copy of the Personnel Transfer and Clearance Sheet with him. However, the Personnel Transfer and Clearance Sheet is not signed by the employee, and there are occasions when the employee's voucher will not agree with the Transfer and Clearance Sheet. Under these conditions, Finance Division must cable the field for verification. This can consume up to two weeks. (The Transfer and Clearance Sheet also will not cover the employee who departs without paying personal bills.) Finance Division points out a problem of travelers who stop at stations en route to headquarters and obtain advances; apparently the station will accept the employee's certification regarding previous advances received. The employee who receives such advances may not have advised his last station of his intention of resigning upon arrival at headquarters.
7. When a Class A station field station advances funds to an employee, it notifies headquarters immediately via the "T/A". The elapsed time between date of dispatch of the T/A from the field until the transaction is recorded in Finance Division records which are reviewed upon employee separations is four to seven weeks. A Class B station does not "T/A" the transaction to headquarters immediately; this is transmitted as part of the regular station accounting, and the elapsed time for recording in Finance Division records which are reviewed upon employee separations is two to four months. When an employee at headquarters receives an advance, the time elapsed before recording by Finance Division is three to five days.

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- U. [REDACTED] requires the Cable Secretariat to furnish Finance Division copies of all cables pertaining to transfers, arrivals and departures which may affect the individual's pay and allowances. Agency [REDACTED] 25X1A  
[REDACTED] requires a field station to cable headquarters regarding an employee who is returning for resignation, giving information about advances received, field salary and allowances, etc. Finance Division receives few of these cables. Discussion with AD/P personnel indicates that, in order to minimize cable traffic, many stations use dispatches.

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- V. A few components require detailed financial deprocessing of a separating employee, and several components maintain extensive records of the status of each employee's accounts. Finance Division states that the operating component need not conduct such deprocessing, since this may duplicate Finance procedure. Two operating components have stated that they have little need for the monthly Finance Division machine run of trial balances. Finance Division also sends a quarterly statement to each employee having an open advance account, and it sends a memorandum to employees with delinquent accounts. Fiscal Division sends no periodic statements to individuals with delinquent advance accounts.

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- W. In accordance with CIA Notice [REDACTED] (7 December 1953), Fiscal Division automatically deducts from an employee's paycheck when he has not properly accounted for an advance of under \$20; when the sum is in excess of \$20, the employee is given notice and a settlement due date, after which the deduction is made. Finance Division follows a similar procedure, although it normally gives notice before making the deduction. Neither division will approve an advance to an employee with an already delinquent advance account (except in case of operational necessity).
- I. Fiscal Division makes travel advances only when the employee has sufficient "equity" in back pay and retirement; however, under certain circumstances, it will permit the advance if the employee can obtain an indemnity bond from a private company (at his own expense).
- Y. Both Fiscal and Finance Division have stated that all employees should clear personally through both divisions.
- Z. The Chief of Supply Division, Office of Logistics, states, in Annex B, that "the only record maintained in the Office of Logistics of property issued to specific employees is for that property released on memorandum receipt or hand receipt... Accordingly, the Office of Logistics' certification (or clearance) contained on Form No. 21 /Final Payment Clearance Sheet/ indicates only that the records maintained in the Office of Logistics reflect no outstanding property obligation..." The Chief of Supply Division states that an employee may obtain property from four or more additional sources; that when an employee gives property to another, he should obtain a receipt; that the employing Office must also be contacted regarding property provided the employee, and that the certification appearing in the Final Payment Clearance Sheet should be amended to read as follows:
- "I certify that, to the best of my knowledge and belief, all Government property issued to me has been returned or has been properly accounted for and that I am not indebted to the United States Government whatsoever as a result of my connection with this organization."

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- A. Agency [redacted] (8 September 1955) states, in Chapter I, paragraph 7, that "Installation chiefs are responsible for assuring that an effective method is established for giving property clearances to all individuals being separated or transferred from the installation. Property settlements...must be made prior to granting property clearances. Notification of such individual property clearances will be furnished headquarters." Most field components are not providing headquarters with such information; moreover, the Office of Logistics states that it has no control over, and does not review, procedures followed by field supply officers in deprocessing separating employees. The field, in most cases, does not contact headquarters to determine whether the individual acquired property there, and some components don't advise the field of property the individual takes overseas.
- B. Requisitions are theoretically required in order to obtain certain items of non-expendable property from the Office of Logistics - such as tape recorders. Some of these items can, however, be obtained from supply rooms by hand receipt (along with some 82 items of portable, non-expendable property). The Acting Chief of Supply Division has stated that the Building Supply Officer does not always obtain on the receipt the signature of the employee who is to use the property - a secretary might sign for her supervisor. Receipts on file with the Building Supply Officer (some of these are six years old) are not reviewed periodically to determine the location of property, and the Office of Logistics has taken inventory infrequently. Note: The Office of Logistics is about to establish a team to review these receipt files in order to bring them up to date. Little effort is made by most components to maintain records of the location of property or to keep receipts up to date. However, the Office of Logistics states that, as long as it has the name of any individual for an item of property, it believes its records adequate. There is no formal requirement that such an individual obtain receipts when he transfers property (although, in accordance with regulation [redacted], he's personally liable for the property).
- C. One control over the circulation of non-expendable property is provided by the requirement for property building passes. However, there are, according to the Building Supply Officer, 150 employees authorized to issue property passes, and a number of employees have permanent passes.
- D. There is no procedure to cover a situation of a separating employee who cannot account for an Agency-owned book. The Chief of Circulation Branch, CIA Library, thinks the Office of Personnel may arrange for a payroll deduction. There are several Agency employees charged with several hundred books each.

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38. DIA/P is about to study H/P Top Secret document record-keeping. Some components do not obtain signatures or receipts when issuing T.S. documents because they believe their mail clerks know where the documents are.

### III. Deprocessing Procedures of Operating Components

#### A. Responsibilities

##### 1. Headquarters

In all components interviewed, the deprocessing of staff employees and military personnel detailed to CIA is the responsibility of the Administrative or Support Staff (usually the Personnel Officer). Responsibilities for deprocessing other types of employees vary. In a few components, the deprocessing of staff agents is a joint responsibility of the case officer and the Administrative Staff; in others, it is the sole responsibility of the case officer. In one component - FE Division of DIA/P - the Support Staff deprocesses separating staff agents using essentially the same procedures as for staff employees. The separation of contract agents is handled by the case officer in every component. In those components having overt consultants, deprocessing is normally a responsibility of the Administrative Staff; insofar as covert consultants are concerned, the case officer or - in the case of high-level consultants - the component chief has this responsibility.

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##### 3. Foreign Field

Personnel separating overseas are deprocessed by the station chief (or the administrative officer or case officer under the station chief's supervision) with, in a few cases, instructions from headquarters. In those cases where employees are carried on the field T/S of one component, although substantively employees of another at headquarters (e.g., the CSI Scientific Intelligence Division, which is carried on DIA/P's IC Division field T/S), the deprocessing is handled by the station chief in the same manner as for actual employees of the station.

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B. Procedures

1. General

There are variations in the deprocessing procedures applied by the 17 components interviewed. Even within the DD/P Area, no two area divisions employ identical procedures. Some components require extremely detailed final clearance of separating employees, not only in regard to money, property and documents, but in relation to various internal administrative matters; others clear separating employees only in regard to a few possible obligations. Some components require no deprocessing; their procedures are limited to the submittal of a Request for Personnel Action (SF 52). The Office of Scientific Intelligence and FBI Division of DD/P are used below as examples of components requiring highly detailed and comprehensive deprocessing; NSA of DD/P exemplifies the component which partially deprocesses separating employees, and NSA Division of DD/P and the Office of Logistics require little or no final clearance of separating employees. Attached as Annex 8 are forms used by various Agency components for the internal deprocessing of separating employees. It should be noted that the vast majority of separations are resignations, either voluntary or forced.

2. OSI Deprocessing Procedures (See checklist, Annex A)

a. Staff employees Separating at Headquarters

- (1) Adminstrative Staff is advised of a separation via a letter from the employee, endorsed by the division or staff chief.
- (2) Admin. Staff interviews the employee in order to determine whether he can be "salvaged" for the Agency.
- (3) Admin. Staff writes the employee a letter of appreciation, for the AD/AI's signature.
- (4) Admin. Staff telephones the Counseling Branch, Personnel Assignment Division, Office of Personnel, to arrange an interview for the separating employee.
- (5) Admin. Staff prepares a Request for Personnel Action (SF 52), copies of which are transmitted to Fiscal Division, Office of Security, Office of Personnel, and Q-1 files.
- (6) A final Fitness Report is obtained from the division or staff, and is sent to the Office of Personnel.

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- (7) Special intelligence security debriefing is arranged. (OCI debriefs the employee with a special intelligence clearance, and the Office of Security debriefs for other clearances.) Arrangements are made for replacing any separator who is a Top Secret Control Officer, and/or who has been assigned duties under the OSI emergency plan.
- (8) Admin. Staff checks its records of property charged to the individual, and obtains either the property or an accounting for it. Admin. also checks its records of outstanding travel advances, and obtains necessary accountings.
- (9) The separator is required to turn in to the Admin. Staff passports, [REDACTED] parking permits and similar documents charged to him.
- (10) Admin. Staff advises the employee to contact SCR, in order to determine whether any books or documents are charged to him, including Top Secret, and to arrange to return them or to transfer accountability. The separator is also told to contact his division or staff Top Secret Control Officer and to account for all documents charged to him.
- (11) The separator's name is removed from the Admin Staff's list of OSI personnel available for overseas duty.
- (12) Arrangements are made to change safe combinations.
- (13) Where appropriate, Admin. Staff contacts the division or staff to arrange for replacement on the Office Watch Officer roster, and identification documents are retrieved from the separator.
- (14) The final time and attendance report is obtained from the division or staff and is carried by the employee to the Office of Personnel.
- (15) The separator's name is removed from the list of OSI personnel authorized to release cables and to sign certain documents.
- (16) Admin. Staff records of the individual's language and training background are cleared.
- (17) The deprocessing check list is placed in the individual's office personnel folder, where it is retained for a short period of time and is then destroyed.

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b. Military Personnel Separating at Headquarters

- (1) Approximately six to eight months prior to completion of the individual's tour of duty, Military Personnel Division of the Office of Personnel sends notification to the OSI Administrative Staff.
- (2) If OSI wishes to extend the tour and retain the individual, it directs a memorandum requesting the action to KOD, which makes the necessary arrangements with the parent service organization. If the individual is not to be retained, the OSI Admin. Staff arranges to clear OSI records regarding money, property and documents charged to him, and arranges for OCI debriefing, in the same manner as for separating staff employees. No other action is taken by OSI to deprocess the individual, nor is a Request for Personnel Action (SF 52) sent to the Office of Personnel.

c. Agent Personnel Separating at Headquarters

OSI has none.

d. Consultants Separating at Headquarters

OSI procedures depend upon the circumstances of the consultant's employment. Normally, Admin. Staff records of travel advances charged to the individual are reviewed and cleared, and arrangements are made for security debriefings. Property and other records are not reviewed; it is assumed by Admin. Staff that a consultant would not have these obligations.

e. Staff Employees Separating Overseas

Such employees are under the administrative direction of the DD/P Area; their separations are handled by the area division as for any area division employee. OSI Admin. Staff takes no action. [Note: There have been no cases of staff employees separating in the field. Such personnel would normally return to headquarters prior to separation.]

f. Staff or Military Employees Going Overseas

Admin. Staff checks its records regarding security clearances, advances and/or property charged to the individual. If security clearances will not be required by the traveler, arrangements are made for his debriefing. If the individual has had travel advances for which he's not accounted, Admin. Staff makes arrangements with the individual to submit necessary accountings. Property is usually turned in to Admin.

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Staff; however, the traveler might be permitted to take some property with him. This depends upon the circumstances of the travel, and which employee is involved.

c. Staff Employee Going on Leave Without Pay

Whether or not the employee is deprocessed depends upon the individual concerned, and the circumstances of the LWOP. If an LWOP for 30 or more days, the individual may be deprocessed in the same fashion as a separating employee, employing all the clearance procedures specified in paragraph a above. All personnel going on maternity leave are given a complete deprocessing, as for separations.

b. Conversions, Vouchered to Unvouchered Funds

No deprocessing is applied, since OSI considers this a transfer action. This type of conversion occurs only when an employee goes overseas.

i. Conversions, Staff Employee to Staff Agent

Does not apply. (OSI would probably handle as a separating staff employee.)

j. Transfers From OSI to Another Component

No information is sent by OSI to the gaining component regarding deprocessing the employee has received, or the status of his accounts. He is deprocessed as a separating employee.

3. FD Division Processing Procedures (See checklist, Annex A)

a. Staff Employee Separating at Headquarters

- (1) The employing MI Branch prepares a Request for Personnel Action (SF 52), which is transmitted to the FD Division Support Staff.
- (2) Support Staff telephones the Counseling Branch, Personnel Assignment Division, Office of Personnel, to arrange an exit interview for the separating employee. Support Staff telephones the Payroll Branch of either Fiscal Division or Finance Division (as appropriate) to advise of the date of separation.
- (3) Support Staff Personnel and Training Section, advises the FD Division Chief of the separation, and then routes required copies of the SF 52 to the FD Support Staff's

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Finance Section and to the Personnel and Training Section. These copies go to the Office of Security and the appropriate payroll branch under the Comptroller.

- (4) On the routing of the SF 52, FA Finance Officer checks his records of the individual's accounts, and contacts Fiscal or Finance Divisions as appropriate in order to determine that no open accounts exist. If Finance Division has, for an overseas returnee, no information regarding the status of the individual's field accounts, it will contact the field station. FA Finance will attempt to get the separator to settle all accounts. All copies of the SF 52 and the employee's folder are transmitted to the appropriate Agency Career Service Board, which then transmits the SF 52 to the Office of Personnel.
- (5) On the day before, or the day of, the employee's separation, he reports to the FA Support Staff which, using the checklist (See Annex B), telephones D/P Top Secret Control to determine whether the individual is charged with documents, and gives the separator the checklist. Note: If T.S. Control has records of documents charged to the individual, it will contact him for accounting.
- (6) The separator hand-carries the checklist to the designated locations, and obtains clearance signatures: Branch Top Secret Control, FA Registry, Chief, FA, FA Finance Officer, FA Logistics Officer and FA Security Officer. When he reports to the FA Logistics Officer, he signs a certificate (See Annex C) stating that he has no government property. If, during this deprocessing, the individual has money or documents charged to him, arrangements are made for a settlement of accounts.
- (7) The separating employee returns to FA Support Staff with the checklist; the checklist is sent to the employing FA Branch.

b. Military Personnel Separating at Headquarters

FA Support Staff maintains records on military personnel; it is not notified by Military Personnel Division of the end of a military tour.

- (1) The employing FA Branch prepares an SF 52 (separation - return to parent service), and transmits to Support Staff.

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- (2) Support Staff, I/T Section, deprocesses the individual in the same manner as a staff employee, utilizing the checklist contained in Annex A.
- (3) The SF 52 is sent to Office of Personnel (Military Personnel Division) and Office of Security, via the appropriate Career Service Board. (No copy is sent to Finance Division.)

c. Staff Agents Separating at Headquarters

- (1) PE Branch prepares SF 52 (with signature of agent, if possible), and transmits to PI Support Staff. The SF 52 is sent to Office of Personnel, etc., via the Career Service Board.
- (2) Support Staff arranges for Office of Security to debrief the individual.
- (3) Support Staff contacts Agent Service Section of Finance Division, to advise of separation and when the agent will be available for financial debriefing.
- (4) Support Staff contacts Contract Personnel Division of the Office of Personnel to determine whether that division wishes to see the agent. Support Staff briefs him regarding insurance and similar matters. (Finance Division sees the agent, and settles any outstanding accounts.)
- (5) Support Staff asks the agent to take a final medical examination and a polygraph test.
- (6) The separating agent is deprocessed by PI Support Staff, in the same manner as a separating staff employee, by use of the check list. During this deprocessing, the agent turns in all property and documents he may have obtained either from PI or elsewhere. PI Logistics Officer contacts the Office of Logistics regarding property charged to the individual.

d. Contract Agents Separating at Headquarters

- (1) The case officer gives the agent notice of termination of contract, and obtains the agent's signature on an acknowledgement of the termination.
- (2) No deprocessing is applied. If the case officer has obtained property or monetary advances for the agent, an attempt is made to retrieve or to obtain a satisfactory accounting. If an agent had property or an advance,

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and he abandoned his position, the case officer would write an explanatory report and the case would be turned over to the Office of Security.]

e. Consultants Separating at Headquarters

- (1) The deprocessing of overt consultants is the same as that applied to separating staff employees, including use of the checklist, preparation of SF 52, etc.
- (2) The deprocessing of covert consultants varies with the individual. No internal FI deprocessing is applied. Case officers should obtain an accounting for all advances.

f. Staff Employees Separating In The Field

- (1) The appropriate FI Branch at headquarters is advised by cable or dispatch of the separation. The Branch prepares an SF 52, and submits to Support Staff.
- (2) Support Staff telephones Finance Division regarding the separation, and routes the SF 52 to Finance, Personnel and Security.
- (3) The appropriate FI Branch at headquarters sends a cable (coordinated with FI Support Staff and Finance Division) instructing the field to: debrief the employee; obtain a signed secrecy agreement for return to headquarters; retrieve all outstanding property and obtain a signed certification (for return to headquarters) that the individual has no government property; obtain an accounting for all advances and send a certificate to headquarters regarding funds charged to the individual.
- (4) The field cables headquarters, advising of unsettled accounts and of leave to the individual's credit. A copy of this cable goes to Finance Division.
- (5) The field deprocesses the individual, and sends to headquarters a completed Personnel Transfer and Clearance Sheet (form 33-49), giving the status of the individual's accounts; the certification, signed by the separating employee, regarding property, and a signed secrecy agreement.
- (6) The form 33-49 relating to funds is sent to Finance Division; the certificate relating to property is sent to the Office of Logistics.

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**e. Military Personnel Separating In The Field**

- (1) The PI Branch at headquarters receives a cable or dispatch advising of the individual's separation (to return to the parent service).
- (2) The PI Branch prepares an SF 52 for transmittal to Military Personnel Division, Office of Personnel, and sends to PI Support Staff.
- (3) PI Support Staff (Military Section) cables the field approving the action; and sends the SF 52 to the Military Personnel Division, via the appropriate Career Service Board. (No deprocessing instructions are given, unless someone is leaving Southeast Asia Area.)
- (4) The field deprocesses the individual and transmits to headquarters a signed secrecy agreement, a Personnel Transfer and Clearance Sheet and a signed certificate relating to property. These are transmitted to the Military Personnel Division.

**f. Staff Agents Separating In The Field**

Procedures applied vary with local conditions; generally, however, the same procedure is applied as for separating staff employees, including transmittal to headquarters of necessary certificates.

**i. Contract Agents Separating In The Field**

- (1) Case officer gives the agent notice of termination of contract.
- (2) Case officer notifies headquarters by cable or dispatch (copy to Finance Division) of the termination of the agent.
- (3) The deprocessing of contract agents depends upon the field situation. Generally, however, the case officer or station chief debriefs the individual (security), arranges to settle financial accounts and to retrieve property.
- (4) A copy of the agent's Service Record is sent to PI or PP Staff at headquarters.

**j. Staff Employees and Military Personnel Going Overseas**

Such employees are deprocessed within PI as if separating, by use of an internal checklist. (See paragraph 3a above.)

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k. Staff Agents Going Overseas

- (1) When employed from outside CIA as staff agents: the case officer, a representative of Contract Personnel Division, and possibly a representative of Finance Division, meet the agent outside Agency buildings, explain benefits to him and obtain signatures on necessary agreements. Case officer gives the agent money and obtains a signed receipt (later turned over to Finance Division). If the agent is given property, he signs a receipt for the case officer, who later advises the field, via dispatch (coordinated with Office of Logistics). The agent carries a Foreign Duty Data Sheet overseas with him, and he must account for advances received upon arrival at the field.
- (2) When converting from staff employee, the regular staff employee separation deprocessing is applied, after which the processing specified in k(1) above is employed (case officer obtains receipts for funds and property, notifies the field, etc.).

l. Contract Agents Going Overseas

Handled entirely by the case officer. There is no F<sub>2</sub> deprocessing. If the case officer procures funds or property for the agent, he is supposed to obtain receipts from the agent.

m. Personnel Going on DNOP

No deprocessing is applied if the DNOP is for under 60 days. For 60 or more days DNOP, staff employees and staff agents are deprocessed as if separating; military and other types do not receive DNOP.

n. Conversions, Vouchedered to Unvouchedered Funds

No F<sub>2</sub> deprocessing is applied.

o. Conversions, Staff Employee to Staff Agent

The staff employee is deprocessed as if separating.

p. Conversions, Staff Agent to Staff Employee

No F<sub>2</sub> deprocessing is applied.

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q. Transfer to Another CIA Component

The employee is deprocessed as if separating, (the gaining component prepares the SF 52 for coordination with FE), and FE advises the gaining component of the status of the employee's financial accounts.

h. US Deprocessing Procedures

a. Staff Employees Separating At Headquarters

- (1) When Admin. Staff learns of the separation, it contacts the employee, has him sign an SF 52.
- (2) While the employee is at Admin. Staff, an interview is arranged with Counseling Branch, via telephone.
- (3) The SF 52 is prepared and sent to the Office of Personnel.
- (4) The employee is interviewed by the Admin. Staff Finance Officer, and arrangements are made to settle any outstanding accounts, submit vouchers, etc.
- (5) The employee is relieved of responsibility for top secret documents by his division.

b. Military Personnel Separating At Headquarters

The Admin. Staff prepares the SF 52 and sends to Military Personnel Division, after which the employee's deprocessing is as indicated in a(4) and (5) above.

c. Staff Agents Separating At Headquarters

Note: DS hasn't had any; such employees are usually converted to staff employees before separation,

The deprocessing of staff agents would probably be handled as for a staff employee, under a pseudonym.

d. Contract Agents Separating At Headquarters

Deprocessing would be handled entirely by the case officer, who would, working with Finance Division as necessary, obtain accounting for funds and property. A contract agent would have no classified documents.

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e. Consultants Separating At Headquarters

TBS would apply no formal deprocessing. The ISS project engineer would probably obtain a financial accounting, if the consultant had received any travel advances.

f. Staff Employees, Military Personnel and Agent Personnel Separating In The Field

- (1) TBS would rely upon the station to deprocess such employees as if personnel of the station and to notify TBS headquarters of the action taken.
- (2) TBS would probably submit an SF 52 to the Office of Personnel in these cases.

g. Staff Employees, Military Personnel and Staff Agents Going Overseas

Declassification is the same as for separating employees: the employee is relieved of responsibility for Top Secret documents and arrangements are made to settle outstanding advance accounts before the individual's departure.

h. Contract Agents Going Overseas

Admin. Staff obtains accounting for outstanding advance accounts, arranges for cover and for security debriefing.

i. Staff Employees and Staff Agents Going on DMP

- (1) If the leave is in excess of 30 days, Admin. Staff submits an SF 52 to the Office of Personnel.
- (2) Declassification is same as for separations.

j. Conversions, Vouchered to Unvouchered Funds

Admin. Staff submits an SF 52, but no declassification is applied.

k. Conversions, Staff Employee to Staff Agent

- (1) One SF 52 is submitted for the separation as staff employee, and one for the staff agent appointment.
- (2) No action is taken to deprocess the employee, since such conversions occur only when the individual is to be assigned to the field (in which case, the deprocessing applied for personnel going overseas is applicable; open financial accounts would be settled at that time).

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1. Conversions, Staff Agent to Staff Employee

This occurs when the individual returns from overseas. All outstanding financial accounts are settled.

2. Transfers From ISS to Other Components

- (1) The gaining component prepares an SF 52, which is endorsed by ISS.
- (2) ISS would advise the gaining component of open financial accounts, but the employee's transfer would not be delayed for settlement of such accounts. Individual is relieved of responsibility for Top Secret documents.

5. NEA Deprocessing Procedures

a. Staff Employees Separating At Headquarters

- (1) When Admin. Staff is advised of the separation (frequently when it receives an SF 52 from the NEA Branch), it telephones the Counseling Branch of Personnel Assignment Division, to arrange an interview.
- (2) The Branch submits an SF 52 to Admin. Staff; Admin. Staff sends the SF 52 to the Office of Personnel via the Career Service Board.
- (3) Admin. Staff sends Finance Division a form memorandum giving notice of the separation.
- (4) There is no internal NEA deprocessing regarding money, property or documents.\*

b. Military Personnel Separating At Headquarters

- (1) Military Personnel Division notifies NEA of the pending completion of a tour of duty.
- (2) The NEA Branch submits an SF 52 to MFD via the Career Service Board; Admin. Staff notifies MFD via telephone of the separation.
- (3) There is no deprocessing in regard to money, property or documents.\*

\* Since the Management Staff interview, NEA has begun to deprocess separating employees in regard to Top Secret documents and property.

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e. Staff Agents Separating At Headquarters

- (1) Branch submits an SF 52 to the Admin. Staff, which processes the action as for a staff employee. The Branch indicates on the SF 52 that the agent has already been given financial and security debriefings.
- (2) The case officer arranges for financial and security debriefings; he advises NSA Finance Officer of the separation, and NSA Finance Officer contacts Finance Division. Finance Division would see the individual to settle accounts.
- (3) There is no deprocessing regarding property or documents.

d. Contract Agents Separating At Headquarters

- (1) The NSA Branch notifies Admin. Staff that the individual has been terminated. Branch sends a memorandum to Contract Personnel Division, via Admin. Staff.
- (2) The case officer arranges deprocessing, as for a separating staff agent.
- (3) There is no deprocessing regarding property or documents.

e. Consultants Separating At Headquarters

Declassification is the same as for separating staff employees.

f. Staff Employees Separating In The Field

- (1) The station notifies headquarters of the separation; an SF 52 is submitted by headquarters as for a staff employee separating at headquarters (indicated on SF 52: that employee has had security and financial debriefings).
- (2) Station chief (or his administrative personnel) administers security debriefing; obtains a signed secrecy agreement (this is sent to headquarters); obtains accounting for funds and retrieves property; individual accounts for T.S. documents; individual executes a transfer on registered documents (this is sent to RI/DD/P at headquarters).

g. Military Personnel Separating In The Field

(Such personnel must return to headquarters for return to the parent service.)

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Such personnel should receive the same deprocessing as staff employees.

h. Staff Agents Separating In The Field

Same deprocessing as for staff employees separating in the field, except that it would be handled by a case officer.

i. Contract Agents Separating In The Field

- (1) The station notifies headquarters of the termination, sends in a signed secrecy agreement.
- (2) Case officer debriefs the agent, obtains accounting for funds and property.

j. Staff Employees and Military Personnel Going Overseas

NEA deprocesses the employee regarding money, property and T.S. documents; it may notify the field of property and advances requisitioned for the trip. If possible, attempt is made to close out these accounts before the individual departs.

k. Staff Agents Going Overseas

- (1) Case officer gives agent a security debriefing; Admin. Staff checks its financial records and contacts the individual where open accounts exist. Admin. Staff arranges an interview for the agent with the Finance Division (Agent Service Section), at which time arrangements are made to settle accounts.
- (2) Property charged to the individual is retrieved, or, if appropriate, the field is notified (coordinated with Office of Logistics) of property the individual's taking along. Headquarters property records are closed out.

l. Contract Agents Going Overseas

Deprocessing is the same as for staff agents going overseas.

m. Staff Employees and Staff Agents Going on INOP

When the INOP is in excess of 30 days, the deprocessing is the same as for separations of such employees.

n. Conversions, Vouchered to Unvouchered Funds

This normally occurs when an employee returns to headquarters from the field. An SF 52 is submitted; there is no deprocessing.

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a. Conversions, Staff Employee to Staff Agent

- (1) Two SF 52's are submitted (resignation of staff employee, appointment of agent) to the Office of Personnel via Career Service Board.
- (2) Admin. Staff notifies Finance Division of the separation.
- (3) Deprocessing of the staff employee is same as in separation.

b. Conversions, Staff Agent to Staff Employee

The staff agent is deprocessed as if separating.

c. Transfers From NSA to Another CIA Component

The gaining component submits an SF 52 for NSA concurrence; no deprocessing is applied. NSA advises the gaining component regarding status of the individual's accounts.

6. Office of Logistics Deprocessing Procedures

a. Staff Employees and Staff Agents Separating at Headquarters

- (1) The employee indicates his intention to resign to his supervisor.
- (2) The division prepares and submits to the Logistics Administrative Staff an SF 52.
- (3) Admin. Staff reviews the SF 52 for completeness, and forwards to the Office of Personnel.
- (4) There is no deprocessing in regard to money, property or documents, either by the Office Admin. Staff or by the operating divisions.

b. Military Personnel Separating at Headquarters

At the end of a military tour of duty, Military Personnel Division sends the Office a memorandum. If Logistics wishes to retain the individual, it writes a memorandum to MFD; if not, it initiates an SF 52. This completes the deprocessing.

c. Staff employees, Military Personnel and Staff Agents Separating Overseas

Deprocessing is handled by the station. Area division at headquarters initiates an SF 52, which is routed through Logistics for information.

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d. Personnel Going Overseas

The area division prepares the SF 52; there is no Office of Logistics deprocessing.

e. Personnel Going on DMOF

Office of Logistics initiates an SF 52 for all DMOF's; there is no deprocessing.

C. Records of Money, Property and Documents Charged to Individuals

1. General

The records maintained of money, non-expendable property and Top Secret documents vary from one component to another. Procedures for maintaining these records vary among components, as do policies regarding centralized control, especially in regard to property. The records maintained by the five components used as examples in I above are described below.

2. OSI Records

- a. In order to obtain certain items of property (cameras, tape recorders, class A furnishings), an OSI employee writes a memorandum of justification to the Building Supply Officer. The property is sent to Administrative Staff, which obtains a Memorandum Receipt (in duplicate) from the requester. A copy of this receipt (form 16-99) is retained in OSI's Admin. Staff, and a copy is sent to the Building Supply Officer. Items which can be obtained directly from the BSO (such as briefcases) are not recorded in the OSI Admin. Staff.

When an OSI employee charged with property separates, the item should remain in his division or staff, and responsibility should be transferred - on the OSI receipt - to someone else. Similarly, when property is transferred within OSI, the Admin. Staff's records should be revised to reflect the transfer. The OSI property officer issues building property passes. This individual also signs for, and maintains records of, property issued to the Office.

- b. The OSI Administrative Staff maintains copies of Requests for Advances (for foreign travel) and of travel vouchers, as well as a monthly Finance Division listing of employees with open advance accounts. Admin. Staff assists Finance in obtaining settlement of overdue accounts.

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- c. Top Secret documents in TSI are charged directly to individuals (via signature) by division and staff mail clerks. Accountability should be transferred when an individual separates, or when the document is transferred.

3. PI Records

- a. PI Logistics Officer maintains records of property requisitioned, via a Memorandum Receipt signed by the user. He also maintains records of property issued to the division. No records are maintained of property which is obtained directly from a supply room by an individual. A case officer should obtain receipts for property which he issues to an agent; however, contract agents do not always provide such receipts. When property is transferred within PI or when an employee charged with property separates, the PI Logistics Officer's records should be revised to reflect the change. When property is shipped to a headquarters-controlled project, it is charged to the case officer via a shipping document (returned, signed, to headquarters). It is not known whether such case officers obtain further receipts when they issue the property.
- b. PI Finance Officer maintains the following fiscal records: Requests for Advance, travel vouchers, monthly Finance Division statements of open accounts, and a 3"x5" card record of financial transactions relating to individuals.
- c. PI branches charge Top Secret documents to individuals (these are charged to branches by the division mail room). These records should reflect the current status and location of such documents.

4. T.S.S. Records

- a. Each division of TS maintains its own property records, although there is a TS Logistics Officer. Virtually all property is obtained via a requisition, which is approved by the Staff Logistics Officer. When delivered, the responsible division officer signs the delivery receipt and records the property as having been received. Division property officers do not obtain receipts from employees to whom they issue the property (it is assumed that the division property man knows, without receipts, where the property is). No record is maintained of property which an employee obtains directly from a supply room (such as equipment obtained for a TSI trip). If property is transferred to another TS division, the records are also transferred; if property is transferred within a division, the individual should advise the division property man. TS has been taking quarterly property

inventories. The ISS Logistics Officer issues building property passes. He notifies the division property office, when she issues a property pass; and she obtains a signed Memorandum Receipt from the individual transporting the property out. (This is destroyed when the property is returned.)

ISS issues a great deal of property to other components and individuals in other components. When such property is to be transferred to another Office, a Property Transfer and Issue Slip is sent to the Office of Logistics, transferring the account; when the property is to be loaned to persons outside ISS, a signed Memorandum Receipt is obtained (does not go to the Office of Logistics).

- b. The Admin. Staff maintains the following financial records: Requests for Advances, travel vouchers, monthly Finance Division listings of outstanding advances. ISS controls accounting for advances closely, and assists Finance Division and the employee in accounting for advances.
- c. ISS Registry charges Top Secret documents to ISS division I.S. officers; the I.S. officer in a division, in turn, charges the document to an individual (by signature), via a card system. Individuals resigning are relieved of responsibility in these records.

#### 5. NKA Records

- a. A file is maintained of memorandum receipts for property issued to the division and subsequently issued by the ISS Logistics Officer to an individual. No records are maintained of property obtained by an employee directly from a supply room. The case officer who obtains property for a project or an agent signs a receipt; he obtains a receipt when he issues it to an agent.
- b. NKA maintains a copy of each request for Advance and travel voucher, monthly Finance Division listings of open advance accounts and an overall statement of accounts issued every three months by Finance Division.
- c. Top Secret documents are recorded by NKA branches; individuals sign for these documents, and are responsible for advising NKA of the status of these documents and of the receipt of I.S. documents from components other than NKA.

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#### 6. Office of Logistics (Supply Division) Records

- a. Supply Division maintains no property records except on some items of furniture. When property is requisitioned, it is delivered directly to the requestor, who signs a receipt.
- b. Copies of Requests for Advances and travel vouchers are maintained by the Division. Monthly Finance Division Statements on open accounts are submitted to the individual, through his branch chief, for settlement of the account.
- c. Individuals sign for Top Secret documents; these records are not revised upon the employee's separation.

#### IV. Decommissioning Procedures of Central Administrative Components

##### A. Office of Personnel, Personnel Assignment Division, Counseling Branch (if staff employee)

Counseling Branch may receive notice of a separation by receipt of a Request for Personnel Action (SF 52), by telephone call (from the employing component or from the separating employee), or by a personal appearance of the employee at Counseling Branch. The formally established procedure for decommissioning staff employees separating at headquarters or going on leave without pay for 60 or more days is as follows:

1. An SF 52 (plus Fitness Report, on separations) is received by the Office of Personnel, Records and Services Division, which reviews the request for accuracy, attaches the employee's personnel folder, and sends to Counseling Branch.
2. Counseling Branch reviews the SF 52 for accuracy of the action and date, and telephones the employing office to arrange an exit interview with the employee (within 48 hours).
3. At the exit interview, a Report of Separation (form 37-154) is prepared. Comments or criticisms by the employee are recorded on this Report. The employee is instructed to settle all indebtedness and obligations and to return for a final clearance interview on day of separation. (If Counseling Branch determines that the employee might be placed elsewhere rather than supervising, the case is referred to PAB for placement.) The employee's retirement, insurance and other benefits are explained to him.
4. The Report of Separation is coded in regard to re-employability, the supervisor's Fitness Report comments are transcribed on the Report, the Counseling Branch chief reviews the Report and comments (on the Report) upon the employee's re-employability.

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5. The Report of Separation is typed, and copies are sent to the Chief, Personnel Assignment Division (via Office of Personnel Executive Officer - this copy is returned to Counseling Branch); then to Records and Services Division of Office of Personnel (which distributes to: the Director of Personnel for further distribution to the appropriate CIA Deputy Director, the Inspector General, Medical Staff and Office of Training), and the individual's folder.
6. Counseling Branch initiates deprocessing, telephoning certain components listed on the Final Payment Clearance Sheet, form 21 (See Annex D).
7. The SF 52 is transmitted to the Records and Services Division, which prepares a Notification of Personnel Action (PP 50), which is either mailed or handed to the employee (registered mail).
8. At the final clearance interview, the Final Payment Clearance Sheet is completed, except for the Office of Security and the appropriate payroll branch *Note: Counseling Branch does not telephone every component listed on the Final Payment Clearance Sheet. Unless the separating employee tells Counseling Branch that he has some obligation to one of these components, the component is not contacted: RI/HB/P, Highway Branch of Office of Logistics, Benefits and Casualty Division, Military Personnel Division, Office of the Director of Personnel, OTR Library, Fiscal Division, Office of Employment.* If any component wishes to see the employee in connection with an obligation, he is sent to the component, with the Final Payment Clearance Sheet, to make settlement.
9. The individual takes the Clearance Sheet to the Office of Security for debriefing, to components wishing to see him (appropriate signatures are obtained on the Clearance Sheet), and to the Fiscal or Finance Division, where he signs and surrenders the Clearance Sheet. (The clearance sheet, with the SF 50 and a final time and attendance report, constitute the appropriate Payroll Branch's authority to release final funds.)

Counseling Branch procedures for deprocessing staff employees separating overseas are as follows:

1. The field advises headquarters that the employee will resign, or has resigned, on a specified date.
2. The headquarters component initiates an SF 52, which is processed by the Counseling Branch in the same manner as for an employee separating at headquarters, except that there is no exit interview, and the individual does not sign the Final Payment Clearance Sheet. A Report of Separation is prepared, stating that

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the employee resigned in the field. (Any component having an obligation charged to the employee assumes responsibility for taking necessary action.)

If an employee resigns while on DOP for 60 or more days, the employing Office initiates an SF 52, which is processed by the normal separation procedure. No Counseling Branch deprocessing is necessary, since such an employee will already have been deprocessed as indicated above. If an employee resigns while on DOP for fewer than 60 days, the same deprocessing is applied by Counseling Branch as for an employee separating overseas; clearances are obtained in absentia.

B. Office of Personnel, Contract Personnel Division (staff agents)

No written procedures have been established for deprocessing of separating staff agents, since the action taken generally varies with the physical location, nature of the agent's work, etc. Primary responsibility for such deprocessing is assumed by the operating component, through its case officers; Contract Personnel Division serves as an advisor and monitor, and handles personnel aspects of deprocessing.

CPD procedure for deprocessing staff agents separating at headquarters is generally as follows:

1. The employing component arranges for security debriefing, and arranges for the agent to be interviewed by Finance Division and to return property.
2. The employing component sends an SF 52 to Contract Personnel Division. (The SF 52 states that the agent has been debriefed, and has seen the Office of Security and Finance Division.) C.P.D. may, in some cases, check with Finance Division and Security to make certain that the individual has been deprocessed.
3. CPD interviews the agent, asks him about his reasons for leaving, etc. (No Report of Separation is prepared.) The agent is given forms and information regarding Retirement deductions, life insurance conversion and unemployment compensation.
4. The SF 52 is signed by the Chief, CPD, and copies are sent to Finance Division, Office of Security, the employee's folder, Personnel's position control unit and CPD files.

CPD procedure for deprocessing staff agents separating in the field is generally as follows:

1. The field advises the headquarters component of the separation, and that a written resignation will be forthcoming by pouch. Headquarters component prepares and submits to Contract Personnel Division an SF 52 and the signed statement of resignation.

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2. GPD contacts the headquarters component to determine the circumstances of the separation, telephones Finance Division (Agent Service Section) to advise of the separation, sends forms regarding retirement deductions, conversion of insurance and unemployment compensation to the division (which arranges transmittal to the individual), and processes the SF 52 as for an agent separating at headquarters.

GPD procedure for deprocessing of staff employees who are converting to staff agents:

1. The employing component submits two SF 52's (one for resignation as staff employee, one for appointment as staff agent), through PAD Placement Officer to GPD.
2. Using the Final Payment Clearance Sheet (form 21), GPD telephones components which might have records of the employee's obligations. The employee is interviewed by GPD, and told to take the Clearance Sheet to components wishing to see him, and to the Office of Security and Finance Division or Fiscal Division. The employee signs and surrenders the Clearance Sheet at Finance Division.
3. The SF 52 (resignation) is processed by Records and Services Division as for a staff employee resigning.

GPD procedure for deprocessing a staff agent converting to staff employee: no deprocessing is applied, since this is in the nature of a reassignment rather than a separation. The employing component submits two SF 52's to GPD; the resignation SF 52 is sent to Finance Division's Agent Service Section.

C. Office of Personnel, Military Personnel Division (military details)

MPD deprocesses military personnel who are separating at headquarters - either to return to parent service or to leave the military service. The deprocessing of military personnel separating overseas is handled by the field station; presumably the deprocessing applied is the same as for any staff employee separating from the station. MFD is advised of, and approves, the separation action. The station sends no forms or certifications to MFD. Military personnel going overseas in a covert status are deprocessed by MFD; others are deprocessed by Central Processing Branch; MFD enters into the processing only by obtaining necessary military orders.

MFD procedures for deprocessing military personnel resigning at headquarters:

1. Six months in advance of the end of the individual's tour of duty with CIA, MFD sends the employing component a form letter

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(See Annex F). This notification is held in suspense by MFD; the component is supposed to advise MFD by a specified date whether it wishes to retain or release the individual. MFD follows up if no reply is received.

2. Upon receipt of a reply from the employing component, MFD writes a letter to the parent service stating that the individual is available for reassignment (or that he's to be extended). If the man's to be reassigned, military orders are requested.
3. When the military orders are received, the individual is notified by MFD, and he is asked to appear for an interview (early enough to permit him time to reach his next station).
4. On the day of separation, the individual is deprocessed by MFD, using a Final Payment Clearance Sheet (form 21). The individual personally hand-carries the Clearance Sheet to the OGA Library, to the Office of Security, to Finance Division and to his Personnel Officer, and he obtains a signature from each. MFD telephones all other components listed on the Clearance Sheet. The employee is sent with the Clearance Sheet to any component wishing to see him.
5. The individual signs the Clearance Sheet, which is placed in his folder by MFD (not turned in to Finance Division). He retains a copy.
6. Office of Personnel Records and Services Division, Central Processing Branch (processing of staff employees, military personnel and some staff agents going to, or returning from, overseas assignment).

#### Procedures for processing outgoing staff employees:

1. Employing office sends CPE a travel order; CPE arranges an interview with the traveler.
2. The CPE Personnel Section: arranges for the traveler to obtain a passport and necessary identification documents; telephones OGI, Medical Staff, Office of Logistics, Office of Training, MI/DD/P, OGA Map Library, and on occasion the employing component, to determine whether any of these components have business which must be concluded with the individual; telephones the Office of Personnel position inventory unit to determine that the traveler is on unvouchered funds. The traveler is sent to any component wishing to see him.
3. The CPE Travel Section: reviews the travel orders and prepares a travel itinerary; arranges [ ] orders (one copy forwarded to Military Personnel Division); advises the traveler regarding shipment of household effects; prepares an AIA cable

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to the field; prepares a record of transportation costs (submitted to Finance Division), and (at final interview), gives traveler transportation tickets, passports, etc.

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4. The CPB Finance Section: briefs the individual on finances (method of payment, taxes, allowances, etc.); telephones Finance Division, Accounts Branch to determine whether there are any outstanding obligations charged to the traveler (the traveler is sent to Finance to settle such accounts; [redacted] the Finance Division O&L Branch is contacted); telephones credit union regarding the traveler's accounts; arranges to make deposits in the individual's checking account; telephones the Personnel position inventory unit to make sure the traveler's name has been transferred from vouchered to unvouchered funds; prepares a Foreign Duty Data Sheet (F.61), including all information regarding allowances and salary, etc. (original and two copies to Finance Division, which sends two to the field; one copy is carried overseas by the traveler); prepares a Request for Advance (some components prepare own) for traveler to take to Finance to obtain funds; makes arrangements with the traveler regarding his insurance and hospitalization; advises the traveler on preparation of his travel voucher (upon arrival overseas); and advises Finance Division regarding the traveler's pseudonym.
5. The CPB Office of Security representative briefs the traveler in regard to security.

Procedures for processing outgoing military personnel are the same as those for staff employees, except that no arrangements are made regarding the traveler's salary.

Procedures for processing incoming staff and military employees:

1. Traveler is supposed to report within 48 hours of his return.
2. The CPB Personnel Section: takes the traveler's passport, [redacted] card and similar documents; asks the traveler about housing and other conditions at the overseas station; has traveler sign a certificate regarding property in his possession (sent to Office of Logistics).
3. The CPB Travel Section: retrieves ticket stubs; advised the traveler in relation to his household effects.
4. The CPB Finance Section: takes the traveler's Personnel Transfer and Clearance Sheet (form 33-49; this is sent to Finance Division's payroll section, with the returnee's payroll information sheet; if there's no 33-49, this is indicated on the sheet - See Annex G); assists traveler in preparing travel voucher, if he desires; advise traveler regarding insurance, credit union, etc.; schedules polygraph interview.

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5. The CPB Office of Security representative does not see the traveler unless there's a "hold" upon him.

V. Declassification By Offices of Record

A. General

The principal instrument employed by the central administrative Offices as a basis for declassifying separating employees is the Final Payment Clearance Sheet, form 21 (See Annex D). A few Agency components use adaptations of this form as a basis for their internal declassification. The Final Payment Clearance Sheet lists 17 Agency components which are contacted in relation to 14 points. It provides the Comptroller's Office (together with the Notification of Personnel Action and final time and attendance reports) an authorization for clearing the employee from its records, since it is assumed that clearance on the 14 points signifies no obligations by the employee to the Agency. The Clearance Sheet also provides a forwarding address for transmittal of final paychecks, and it contains a certification, when signed by the employee, that the employee has no indebtedness to the government. The Final Payment Clearance Sheet does not refer to specific types of "indebtedness" - such as property, documents, etc. The records maintained by these 17 Offices of record are described briefly below; it should be noted that, as indicated in the delineation of Counseling Branch procedures, eight of these components are not contacted unless the separating employee indicates a possible obligation to or relationship with the components.

B. Office of Central Reference, Library Division, Circulation Branch

The CIA Library controls both books and classified documents. Circulation Branch is usually notified when an employee is separating, although they have frequently discovered that an employee charged with a book or document has left when they attempt to retrieve the item. Counseling Branch telephones every two weeks with a list of names of separating employees (some of whom may already have left).

In order to obtain a book, the requestor (or a clerk, on his behalf) prepares a request form (form 310). The form requires insertion of the employee's badge number, but it is not signed. No attempt is made to verify the badge number. The requestor retains a copy of this form, a copy is attached to the book, and other copies are filed by Circulation Branch by the requestor's name and the name of the book's author. When telephoned by the Counseling Branch, this file is checked, and calls are made to the five OCN branch libraries. If the employee is charged with a book, the Circulation Branch contacts him and, if he can't produce the book, calls Counseling Branch. Books are loaned indefinitely or for specified periods. The Library loans books to headquarters components for shipment overseas. The

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Library maintains a suspense file, from which it telephones loaners twice monthly. The procedure for loaning classified documents is the same. If a borrower is unable to return a document, the Office of Security is notified. No suspense file is maintained for classified documents.

C. Office of Logistics, Building Supply Officer

The Office of Logistics maintains four supply "groups", (J Building, Aleut Hall, C Building, North Building) which issue 82 items of non-expendable, portable property to individuals. An employee who obtains such property at a supply room must sign an Employee Property Issue Record (form J6-99). A copy of each form J6-99 received at any supply room is filed by the J Building supply room; the J Building ESO receives telephone calls regarding a list of names of separating employees from Counseling Branch and from Central Processing Branch. If, when Counseling Branch calls, an employee is charged with property, the Building Supply Officer contacts him. If the property cannot be retrieved, the employing office is advised and a report of survey is prepared for the Chief of Supply Division. If, when CPS calls, an employee is charged with property, ESO advises Central Processing Branch of the fact. Some property is issued to a component without signature (such as standard desks); the ESO maintains no records of such property.

D. Office of Logistics, Supply Division, Supply Operations Branch, Inventory, Disposal and Special Accounts Section

When an overseas returns is processed by Central Processing Branch, he completes a certificate specifying Agency property in his possession. The slip is used by the Inventory, Disposal and Special Accounts Section to prepare a 3" x 5" card file. Counseling Branch telephones this Section regarding separating employees; if an employee is charged with property, the Section advises Counseling Branch and the Office of the Comptroller, and contacts the individual. If the property can't be returned, a report of survey is written.

E. Office of Logistics, Headquarters Board of Survey

The Headquarters Board of Survey acts on reports of survey regarding loss of, or damage to, Agency property, or property which cannot be accounted for. Survey reports may be written when a separating employee is unable to produce property with which he's charged by the Building Supply Officer; the Secretary of the Board of Survey acts to determine the responsibility and pecuniary liability of the employee. Counseling Branch telephones the Secretary of the Board of Survey to determine whether any pending reports of survey involve a separating employee.

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f. Office of Security, Personnel Security Division, Clearance Branch

Handles clearances of all overt types of employees at headquarters. The debriefing of overseas personnel is the responsibility of the station chief; the debriefing of agents at headquarters is handled by case officers (Office of Security may be requested to administer a special debriefing). The Clearance Branch debriefs personnel having regular and Q clearances; OCI debriefs employees having special intelligence clearances, and the Office of Communications debriefs personnel with cryptographic clearances. A Security man detailed to Central Processing Branch debriefs personnel going overseas.

The Clearance Branch is notified of separations by the Counseling Branch, which telephones and then sends the employee over with a Final Payment Clearance Sheet. At the debriefing, the individual turns in his badge and other documents, reads applicable security Regulations, signs agreements, etc. The Security Officer then signs the Clearance Sheet, which the employee takes to Finance or Fiscal Division.

g. CIA Credit Union

Credit Union makes loans to staff employees and to some staff agents, both at headquarters and in the field, through its two offices (H building and I building). Counseling Branch notifies the Credit Union of separations, and Central Processing Branch telephones when employees are going overseas. Personnel having outstanding loans who are separating, or are going on maternity leave or DOP (not when going overseas) are required by the Credit Union to sign an application for retirement refund and a power of attorney (in addition to the repayment agreement signed when initially obtaining the loan). Personnel going overseas are required to sign a payroll deduction form. Loans are posted immediately upon ledger cards. Loans to overseas personnel are negotiated through pouch; the Credit Union deposits the money to a headquarters bank account.

When telephoned by Counseling Branch or CFB, the Credit Union checks its open loan accounts, and asks the obligated employee to make some arrangement to repay the loan, as well as signing the forms specified above. In some cases, the Credit Union refers debts to a collection agency.

h. Office of Current Intelligence, Special Intelligence Security Branch

This Branch debriefs all personnel having a COMINT clearance who are separating, going on DOP or going overseas (if the clearance will not be required). This involves only staff employees, military personnel and consultants. The Special Intelligence Security Branch

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receives information from both Counseling Branch and Central Processing Branch about such employees. If a separating employee who has a clearance is not available for debriefing at headquarters, CIA arranges with the Office of Security to send someone to debrief the individual. All station chiefs conduct debriefings for cleared personnel separating overseas; in addition, there are several Offices at headquarters which have COMINT security officers who can conduct debriefings (this is usually done for persons going overseas to save them the bother of going to Q building). The Office COMINT officers are supposed to advise CIA of travel and/or leave of cleared employees.

I. Office of Logistics, Highway Branch

This branch, which controls permits to drive CIA automobiles, is not contacted by either Counseling Branch or Central Processing Branch. Separating employees turn in permits to the Office of Security when debriefed; employees going overseas turn in their permits to CPS, which mails to the Highway Branch.

J. Office of Research and Reports, Map Library Division

The Map Library issues material by telephone call or by personal appearance, and charges the document to the individual. Expendable copies of documents are also sent to overseas requesters. Items on indefinite loan are checked semi-annually; a resignee who has such items turns over responsibility to another employee by telephone. When telephoned by Counseling Branch or Central Processing Branch (occasionally by Contract Personnel Division), the Map Library checks the name against item, due date and borrower files. The Office of Security is called in to assist in locating unaccounted for classified documents. If unclassified, a search is made (the documents are stamped "CIA Library") but the clearance is not delayed.

K. Office of the Director of Personnel

This function - clearing personnel regarding Agency pressured draft deferments and other selective service matters - has been transferred to the Personnel Assignment Division, Support Branch. This Branch does not receive information regarding separations or overseas travel of draft deferred personnel. The Support Branch is supposed to retrieve draft cards and cards which entitle draft deferred personnel to go overseas.

L. Office of Personnel, Benefits and Casualty Division

This division receives calls regarding employees going overseas (from Central Processing Branch) and regarding separating agents (from Contract Personnel Division). It is not advised of all separations by Counseling Branch. Counseling Branch contacts DAF when a separater indicates that he has insurance. The Benefits and Casualty

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Division maintains records of insurance; when advised of a separation, it contacts the insurance company to cancel insurance.

H. Office of Training Library

When advised of a separation (may be called by Counseling Branch), loan records are checked. When a separating individual has a book on indefinite loan, arrangement is made by telephone to transfer responsibility to another employee. Central Processing Branch telephones regarding overseas travelers.

N. Office of Communications, Security Division

Counseling Branch normally advises the Security Division each Wednesday of personnel who are separating on the following Friday; Security Division arranges to debrief those having a cryptographic clearance. Personnel with this clearance who separate overseas are debriefed by a responsible individual in the area who has the clearance, using a debriefing statement (see Annex H) forwarded by Commo (if time permits). The debriefing statement is forwarded to headquarters and placed in the individual's security file. If an employee having the clearance separates prior to debriefing, the form is sterilized and mailed to him for completion and return. Commo's Security Division now makes periodic checks to determine continued need for clearances.

O. PI Staff, Records Integration Division

Receives notification from Central Processing Branch when employees are going overseas, and occasionally from Counseling Branch on separations and IACP. RI clears such employees in regard to Top Secret documents, regulatory material, archives or file material which it has issued and charged to the individual. Employees going overseas are not permitted to take these documents with them. When issued, signatures are obtained on all such documents; a T.S. document or regulations manual is received by a division mail clerk, who obtains (presumably) a signature from the requestor. A separating employee is required to account for the item; RI signs the Final Payment Clearance Sheet. Note: Counseling Branch does not normally call RI. RI receives no information when the recipient of a document transfers it to another employee.

Certain documents, such as manuals, can be obtained by personnel overseas. These are transmitted by RI via pouch, and are handled as registered documents: included is a receipt which must be signed by the requestor and transmitted back to RI at headquarters (copy kept at station). RI requires a semi-annual accounting for such material. When an employee holding such material separates overseas, he either pouches the document back or transfers accountability to another employee at the station by signature. RI does not receive information regarding such separations.

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P. Office of the Comptroller, Fiscal Division

All vouchered separating employees are sent to Fiscal Division, Payroll Branch by Counseling Branch (which telephones Finance Division regarding possible unvouchered obligations), with the Final Payment Clearance Sheet (form 21). Finance Division telephones Fiscal when a clearing employee has an UV obligation; Fiscal Division doesn't call Finance on vouchered obligations.

When a separator appears, the Fiscal Division's Payroll Branch checks for leave indebtedness, asks the separator if he's traveled, determines where to mail final checks, explains final payment, retirement, etc. If the separator has traveled, Payroll Branch telephones the Travel Branch of Fiscal Division, and sends the separator to Travel Branch if there's an open account. If the separator cannot or will not settle obligations, his final paychecks and retirement (Fiscal sends a Request for Recovery of Debt Due the United States, form SF 2805 to the Civil Service Commission, along with the employee's retirement record) are assessed. If funds are not sufficient, the case is turned over to the General Counsel. Payroll signs the Final Payment Clearance Sheet, and this form is retained in the individual's folder in the Payroll Branch. *[Note: if the Agency owes the individual money, a check is sent to him at a later date.]* Final paychecks are mailed to the employee, after the Notification of Personnel Action (SF 50) is received.

Q. Office of the Comptroller, Finance Division (See written procedure, attached as Annex I)

The Operations and Liaison branch of Finance coordinates Finance Division deprocessing of separating employees. O&L Branch is usually notified by telephone of separation of vouchered and unvouchered personnel; all unvouchered personnel hand carry the Final Payment Clearance Sheet to O&L Branch. O&L Branch notifies the Accounts Branch and the Payroll and Travel Branch, which review some 12 accounts in which the employee may have obligations and advise O&L of the status of accounts. If information is not available regarding funds the individual may have received in the field, a cable is sent. If the employee has an obligation, Fiscal Division is advised, and the employee is asked to appear at O&L Branch. At the interview, arrangements are made to settle the indebtedness; if the individual cannot pay, he is asked to sign an acknowledgement of indebtedness (Finance Division form 20-G, See Annex I), which is sent to the Agent Service Section or the appropriate payroll section for deduction from final pay. If the indebtedness is greater than the back pay, but can be recovered by retirement, a form SF 2805 is sent to the Civil Service Commission. If no funds are available to cover the debt, and the employee cannot or will not pay or agrees to pay, the case is referred to the Chief of Finance Division, who may refer

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to the employing component, General Counsel, etc. (Note: military personnel and contract personnel have no retirement, or back pay to assess.) When all necessary arrangements have been made and all obligations settled, G&I Branch signs the Final Payment Clearance Sheet, which the employee takes to, and surrenders at, the Payroll and Travel Branch. After an employee separates in the field, Finance Division receives notification, and checks its headquarters records for open accounts.

VI. Regulatory Instructions Bearing Directly Upon Separations

(This listing does not include Confidential Funds Regulations, all of which are being or will be rescinded.)

Headquarters Regulations

<u>Regulation Number</u>	<u>Subject</u>
[Redacted]	Security processing of personnel separating or going UNCP
	Care and use of official data
	Post office boxes
	Secrecy agreements
	Processing of personnel actions
	Residency and dependency report
	Termination and final clearance
	Grievances and complaints
	Separation relative to military service
	Separation from the Career Staff
	Fitness reports
	Retirement
	Termination pay for accrued leave
	Separation of "employees" except in case of KIF, entry into military service, and security termination

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